

State of Wisconsin

OFFICE OF STATE EMPLOYMENT RELATIONS

- DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN -

**Date:** December 8, 2004

**Subject:** Miscellaneous Classification Plan Changes

**Locator No:** OSER-0057-MRS/SC

Pursuant to s. 230.09, Wis. Stats., the Director of the Office of State Employment Relations (OSER) has approved the classification plan changes identified on this bulletin. Regardless of the actual notification date, the **effective date is December 12, 2004**, unless otherwise stated.

- 1) *Abolish* the **Ombudsman Services Specialist-Entry and Objective** classifications, and *create* the **Ombudsman Services Specialist (A, B)** classification, **effective December 26, 2004**, to accommodate the pay structure negotiated in the WSEU-PSS 2003-2005 contract. The specification was also modified to clarify the age of the individuals residing in certified and non-certified long-term care institutions who receive treatment. DOA Central Payroll will process automated reallocation notices for these classification actions. Questions may be directed to Tammy Haack at (608) 266-8232.
- 2) *Abolish* the **Records Center Coordinator** classification, **effective December 12, 2004**. This classification was created as a leadworker position for the Records Center at the Department of Administration, but has been eliminated, so there is no longer a need for the classification. No reallocation notices are required. Questions may be directed to Diane Siegler at (608) 267-0408.
- 3) *Modify* the **Administrative Support Assistant** classification specification, **effective December 12, 2004**, to update allocated positions and remove outdated descriptions. The affected agencies will process manual reallocation notices. Questions may be directed to Tim Borchert at (608) 267-5165.
- 4) *Modify* the **Natural Resources Liaison Specialist** classification specification, **effective December 12, 2004**, to describe the duties and responsibilities of the restructured representative position—Assistant Legislative Liaison/External Partners Liaison—formerly Business Liaison and Assistant Legislative Liaison. No reallocation notices are necessary. Questions may be directed to Pat Waterman at (608) 266-8149.
- 5) *Modify* the **Office Management Specialist** classification specification, **effective December 12, 2004**, to remove a represented position at the Wisconsin Employment Relations Commission (WERC). The position has been expanded to include supervisory duties and is more appropriately classified as an Office Management Supervisor. No reallocation notices are necessary. Questions may be directed to Dean Paynter at (608) 266-1014.
- 6) *Modify* the **Records/Forms Management Specialist** classification specification, **effective December 12, 2004**, to update allocated positions. Affected agencies will process manual reallocation notices. Questions may be directed to Tim Borchert at (608) 267-5165.
- 7) *Modify* the **Revenue Tax Specialist 1 and 2** classification specification, **effective December 12, 2004**, to remove the design, development, analysis, implementation, and maintenance of tax systems allocation at the Revenue Tax Specialist 1 and 2 levels. The Department of Revenue will process reallocation notices. Questions may be directed to Denise Kohout at (608) 266-0712.
- 8) *Reassign the Pay Range* for the **Medigap Insurance Specialist - Lead** classification, **effective December 26, 2004**, as negotiated in the WSEU-PSS 2003-2005 contract. DOA Central Payroll will process automated reallocation notices for this action. Questions may be directed to Tammy Haack at (608) 266-8232.

**Internet Availability:**

The target date for the availability of classification specifications from this bulletin on the OSER Web Page is December 27, 2004. This is the only notification DMRS will be providing, so please share this information with appropriate agency staff. Any questions should be directed to Debra Bower at (608) 267-5162

**Alphabetical Listing of Classifications:**

The Alphabetical Listing of Classifications (Alpha List) is also available on the OSER Web Page at <http://oser.state.wi.us>. Go to the reference center tab and then Alphabetical Listing of Classifications. The Alpha List is updated monthly after classification plan changes are implemented. The date of the last update is listed at the top of the document. Please contact Wil Mickelson at (608) 266-0714 if you have any questions about information contained in the Alpha List.

**Contact Points:**

Questions may also be directed to the appropriate analyst at the OSER Fax number (608) 267-1000 or by e-mail at (using the analyst's name) [firstname.lastname@oser.state.wi.us](mailto:firstname.lastname@oser.state.wi.us).

---

Patricia M. Almond, Administrator  
Division of Merit Recruitment and Selection

Classification	Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	FLSA		CIC Code
						LTE Code	Job Group	

**ABOLISH**

1)	Ombudsman Services Specialist-Entry	50561	12-05	12	2	M	N	112	174
	Ombudsman Services Specialist-Objective	50562	12-06	12	2	E	N	112	174
2)	Records Center Coordinator	20840	03-08	03	8	N	N	213	365

**CREATE**

1)	Ombudsman Services Specialist-A	50501	12-05	12	2	M	N	112	174
	Ombudsman Services Specialist-B	50502	12-07	12	2	E	N	112	174

**MODIFY**

3)	Administrative Support Assistant	08160	07-04	07	5	N	N	187	389
4)	Natural Resources Liaison Specialist	56601	07-03	07	2	E	N	019	197
5)	Office Management Specialist	04810	81-04	99	2	M	N	019	026
6)	Records/Forms Management Specialist	05761	07-04	07	2	M	N	019	026
7)	Revenue Tax Specialist 1 and 2	01101	07-03	07	2	M	N	016	023
		01102	07-03	07	2	E	N	016	023

**PAY RANGE REASSIGNMENT**

8)	Medigap Insurance Specialist-Lead								
	<b>OLD</b>	51903	<b>12-06</b>	12	2	E	N	112	174
	<b>NEW</b>	51903	<b>12-07</b>	12	2	E	N	112	174

**Note:** Agencies are reminded to record relevant changes in the Job Group Listings distributed by the Division of Affirmative Action.

**Effective Date: #1 December 26, 2004**  
**#2 – 7 December 12, 2004**  
**#8 December 26, 2004**